

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

# **PLANT OPERATIONS MANAGER 1**

---

---

**DEFINITION**

Manages through subordinate skilled trades personnel a complete range of buildings and grounds maintenance and repair, power plant operations, security and fire protection for an agency with a limited number of buildings, facilities and technical operational problems; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Inspects buildings, grounds and equipment utilized by facility; determines immediate and long range needs for maintenance and repair work; consults with administrative superior relative to priorities on major projects; evaluates labor, material and related costs for altering existing facilities and equipment and prepares plans, specifications and reports.

Analyzes and prepares regular and periodic reports relative to operational and maintenance costs.

Schedules and coordinates work projects; inspects work in progress and upon completion for compliance with standards; provides technical guidance and assistance as required.

Requisitions necessary materials, supplies, parts and tools required and directs control over storage and use.

Inspects premises to determine compliance with Occupational Safety and Health rules and regulations; recommends changes and prepares reports.

Trains personnel in fire safety techniques; schedules drills and evaluates performance effectiveness.

Confers with agency program personnel relative to requested alterations and revisions of facilities; provides technical guidance and assistance on costs, feasibility and alternatives.

Confers with sales representatives and evaluates new or different products utilized in operational programs; recommends the purchase of new or different products utilized in operational programs.

**COMPETENCIES REQUIRED**

Knowledge of the basic principles of supervision.

Knowledge of carpentry, painting, electrical, steamfitting, plumbing, refrigeration and related trades work.

Knowledge of boiler plant operations including feed-water treatment, distribution, lubrication, heat transmission and radiation.

Knowledge of state and federal Occupational Safety and Health rules and regulations as related to plant safety.

Knowledge of fire prevention methods and fire fighting techniques.

Ability to plan, organize, control, and effectively supervise the work of subordinates.

Ability to inspect utility systems, buildings, equipment, plants and grounds for effective and economical operations and to recommend corrective action.

Ability to make cost budget analysis and project operating costs.

Ability to read and interpret blueprints, diagrams and drawings for buildings, utility systems and related facilities.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

The equivalent of six years of full-time skilled trades experience in the construction, maintenance and repair of residential and commercial buildings or the operation, maintenance and repair of commercial equipment for the production of power, heat and refrigeration, three years of which must be in a supervisory capacity;

OR

the equivalent of six years of full-time experience in the inspection of commercial or residential buildings for compliance with local, state and federal building and safety codes;

OR

the equivalent of six years of full-time experience in preparing engineering or architectural plans and specifications for commercial or residential buildings;

OR

an equivalent combination of experience and education substituting thirty semester (or equivalent) hours of accredited college or university coursework in structural, civil, electrical or mechanical engineering for each eighteen months of the required full-time experience, with no substitution for one year of the supervisory experience;

OR

employees with current continuous experience in the state Executive Branch that includes the equivalent of one year of full-time experience as a Maintenance Repairs Supervisor or Power Plant Engineer 4;

OR

employees with current continuous experience in the state Executive Branch that includes the equivalent of two years of full-time experience as a Carpenter 2, Electrician 2, Plumber 2, Maintenance Repairer or Power Plant Engineer 3;

OR

any combination of the above current continuous state executive branch experience that is equivalent to twenty-four full-time months.

**NOTE:**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 4/1/92 PW